



## CODE ENFORCEMENT OFFICE

645A Pine St, PO Box 849

Burlington, VT 05402-0849

Phone: (802) 863-0442

Fax: (802) 652-4221

### ZONING COMPLIANCE REQUEST FORM

Use this form to request an investigation into alleged zoning violations and complaints submitted against properties as these are confidential and files are not open to the public. Complete the form below, submit it to the above address with a check in the amount of \$35 (fees are non-refundable). The office will research those files and issue a compliance memo stating whether or not an alleged violation or complaint exists at the property address listed below.

(NOTE: ONE PROPERTY ADDRESS PER REQUEST)

Property Address: \_\_\_\_\_

Tax Lot Number: \_\_\_\_\_ Date of Request: \_\_\_\_\_ Closing Date: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Person/Firm Requesting Information: \_\_\_\_\_

Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Notes:** This form must be submitted to the above address with a check made payable to the City of Burlington in the amount of \$35.00 (fees are non-refundable and the person requesting information is responsible for bank fees to stop payments and/or insufficient funds).

Forms faxed or left at any office, other than the Code Enforcement Department will **not** be processed.

All Zoning Compliance questions shall be directed to Jeanne Francis at 863-0442.